

MANOHAR MEMORIAL (P.G.) COLLEGE, FATEHABAD

FEEDBACK ANALYSIS AND ACTION TAKEN REPORT: 2017-18

IQAC makes it a tradition to mandatorily collect feedback from stakeholders- students, teachers, alumni, teachers and employers. This is done by the feedback committee. It collects and analyzes the feedbacks from different stakeholders and submits action taken report to the appropriate bodies.

Objective: The objective of this exercise is to trace the impact of all the efforts made by the institution for the various stakeholders. The institution intends to enhance its benefits to reach all the stakeholders. This feedback is collected and analyzed. Based on the opinions of the stakeholders, further action is taken by the feedback committee.

Methodology and Analysis: The Feedback on curriculum is collected from students by circulating the Feedback Forms online and offline It is collected by the IQAC and will be submitted to feedback committee to deliberate on various suggestions made by the stakeholders. The feedback committee holds meeting at the end of the academic year to discuss on the various suggestions and prepare action taken report. General Action Plan after data collection and analysis based on the Feedback the next academic year will be prepared in the faculty meeting. Department level meetings are also held to execute and implement the action plan. The action taken report will be circulated among the staff members through the IQAC and uploaded on website of college

Members of Feedback Committee:

1. Prof. Pratibha Makhija
2. Dr. Vijay Goyal
3. Dr. Vikesh Sethi

Based on the feedback, the action taken is illustrated in the following table:

Sr. No.	Suggestions	Observation /Source	Action Taken
1	Employability after Completion of Degree	Feedback from Students	New Skill based certificate/Diploma courses, PG courses are introduced
2	Modern Teaching Aids like PPT, Web sources, e-Content	Feedback from Students	In Library, INFLIBNET software and number of E journals are increased

3	Admission process	Feedback from Parents	As admission process is at state level and controlled by Director Higher. The issues regarding this may be taken up in meeting by admission committee.
4	Teaching Mentoring Process	Feedback by Parents	Regular Teachers are appointed as Mentors to final year students regarding career and motivational guidance.
5	Field Visits and educational Tours	Feedback from Students	Two Teachers (one for boys, one for girls) are appointed as in charges for educational tours who will arrange tours of students.
6	Extra-curricular activities	Feedback from Students	College is continuously making efforts to hosting youth festival, university sports meet and literary events in next session.
7	Alumni meets through alumni Association	Feedback from Alumni	Registration of alumni association is in process and convocation is to be conducted very soon
8	Syllabus and Curriculum	Feedback from Teachers	As syllabus is prescribed by university, teachers of college represent their views in UG BOS meetings